

# Town of Burns Harbor Scholarship Guidelines

## Purpose

The nature of our economy and growing world competition reminds us that all persons must have access to opportunities for higher education and skills advancement if America is to sustain and advance its position as a global economic and democratic leader. Access to higher education will prepare future leaders who can help build a stronger society and improve the quality of life for everyone.

In order to have an impact on the future, promote academic excellence and assist in preparing those who would assume the leadership roles in the economy and the community, the Burns Harbor Scholarship Fund, Inc. will award Town scholarships to encourage Town residents to pursue higher education goals.

The Town scholarships are intended for, but not limited to persons in undergraduate or graduate level studies. Persons selected to receive a Town scholarship will receive funds for the cost of tuition, fees, books, and living expenses for one academic year in an amount to be determined by the Board of Directors, contingent on the availability of funds.

Persons who have received Town scholarships in the past must re-apply each year they want to be considered for a new scholarship. Successful recipients are limited to a total of four scholarship awards. When selecting current Town scholarship recipients, no preference will be given to those who have received Town scholarships in the past. Decisions of the Board of Directors are final without any recourse, appeal or reconsideration. Successful recipients will be presented with their awards at a Town Council meeting.

Persons with questions about the scholarship or this application form can contact any of the current members of the Board of Directors of the Burns Harbor Scholarship Fund, Inc.

## Eligibility

Individuals are eligible for a Town scholarship if they:

- ☐ Are a current resident of the Town of Burns Harbor
- ☐ Planning to attend, or currently enrolled at a traditional two- or four-year school, college, university, trade school or training program

When selecting recipients, preference will be given to those attending an institution accredited by an officially recognized accrediting organization first, followed by non-accredited institutions. The Board of Directors reserves the right to waive this eligibility rule at its discretion. Waiving of this rule, however, will happen only under unusual circumstances.

## Requirements

Applicants must complete this application form and provide the following materials:

- ☐ Short essay detailing career goals
- ☐ One letter of recommendation
- ☐ Letter of acceptance from, or proof of enrollment at a post-secondary school, college or university, trade school or training program for the upcoming 2022-2023 academic year.
- ☐ Lists of extra-curricular activities, community service performed and awards and honors received

Completed applications and supporting materials must be submitted on or before a postmark deadline of May 31. Send to:  
Burns Harbor Scholarship Fund  
1240 North Boo Road

# Town of Burns Harbor Scholarship

## Application Form

This form must be completed, signed and returned with the other required materials before May 31 in order for the application to be complete. *Failure to complete all portions of this form, or any missing required materials might result in disqualification.*

### Applicant Information

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Number of years  
as resident of  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Burns Harbor: \_\_\_\_\_  
\_\_\_\_\_

### School Information

I plan to enter (check the one that best describes your current plans):

\_\_\_\_ 4-yr college or university    \_\_\_\_ community or junior college    \_\_\_\_ graduate school  
\_\_\_\_ training program    \_\_\_\_ certification or licensing program    \_\_\_\_ trade/technical school

Name, address and phone number \_\_\_\_\_  
of school or training program \_\_\_\_\_  
you plan to attend: \_\_\_\_\_  
\_\_\_\_\_

**Proof of enrollment, or letter of  
acceptance is required before any funds  
will be released.**

### Supporting Materials

**You should submit the following materials along with this completed application. Make sure your name appears on all supporting documents. Provide a response to every request or your application could be considered incomplete.**

An essay detailing your career goals and the impact you hope to make on society or your profession. The essay should be one to two typed, double-spaced pages. Originality and creativity are strongly encouraged. Essays cannot be re-used. If you apply for another scholarship in the future, you must supply a new essay with that application.

One letter of recommendation from an adult. Recommendations may not be written by you, your relative or legal guardian(s) or anyone under 21 years of age. The letter should detail the relationship the writer had/has with you and why you would be a good choice for receiving a scholarship. The writer should include a phone number where they can be reached for possible follow-up. Letters cannot be re-used. If you apply for another scholarship in the future, you must supply a new letter with that application.

A letter of acceptance from, or proof of enrollment in the school or training program for which you will be using scholarship funds for the up-coming 2022-2023 academic year. **Note:** This does not have to accompany the application. It must be provided, however, before funds will be released.

A list and description of extra-curricular activities. List all organizations or activities in which you were involved, and provide the year(s) in which you participated in the activity. Reply None if you did not participate.

A list of community service. List the volunteer activities in which you participated. List only activities for which you were not paid. Reply None if you did not participate.

A list of honors or awards. List any honors or awards you received and the year(s) in which the honor or award was received. Reply None if you did not receive any awards or honors.

I hereby certify that the information provided in this application is to the best of my knowledge, true and correct. I have not knowingly withheld any facts or circumstances that could otherwise jeopardize consideration of this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_ (if applicant is under 18 years of age)

Complete applications must be postmarked on or before May 31. Send to:

Burns Harbor Scholarship Fund  
1240 North Boo Road  
Burns Harbor, Indiana 46304

March 5, 2022